

NORTH VALLEY PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING AGENDA
FEBRUARY 15, 2012 3:30

CALL TO ORDER AT 5:00 P.M.
APPROVAL OF AGENDA
INTRODUCTION OF GUESTS
APPROVAL OF MINUTES FROM JANUARY 18, 2012
FINANCIAL REPORTS

OLD BUSINESS

1. CHAMBER CHOICES INSURANCE
2. FUNDRAISER POSITION

NEW BUSINESS

1. FY2012-13 BUDGET
2. AUDIT
3. POLICIES
 - a. BULLETIN BOARD
 - b. ART EXHIBIT
4. OTHER BUSINESS

NEXT BOARD MEETING: MARCH 21, 2012 AT 5:00 P.M.

North Valley Public Library
Board of Trustees
Meeting Minutes
February 15, 2012

Members Present:

David Anderson – Trustee
John Conlan – Board Chair
Joanne Charbonneau - Trustee
Desiree Dramstad, Library Director
Gayle Tom – Trustee

Guests:

Christa Lecoure, Western States Insurance Agency
Leon Theroux

CALL TO ORDER

John Conlan called the board meeting to order at 3:30 P.M.

1. John introduced all guests.
2. Approval of Agenda as written with the exception of the insurance presentation by Christa Lecoure to present next. John moved to approve. David Anderson seconded. Motion carried with all members present approving.

OLD BUSINESS:

- a. Chamber Choice Insurance: Christa presented specifically 4 of the 11 insurance policies available to North Valley Public Library employees through Montana Chamber Choices. The other 7 policies are available to peruse on our own. After a brief discussion, it was decided that Christa will return in the near future to speak with employees about the options available to them. She will set this time with Desiree. John volunteered to represent the board at the meeting if it is so desired.

ACTION ITEM: Desiree will set a meeting jointly with the staff and Christa Lecoure.

CALL TO ORDER cont.

3. Approval of Minutes: John moved to approve the Minutes for January 18, 2012 Board Meeting, January 26, 2012 and February 8, 2012 Special Board Meetings as written. Joanne Charbonneau seconded. No further discussion. Motion carried with all members present approving.
4. Financial Reports:
 - a. The increased building repairs and maintenance costs this past month was due to the interior painting project. This, however, was covered by a gift from Leon Theroux. Thank you, Leon for this generous gift.
 - b. Again, the Mill Levy Income (line item 4500) is still a bit under. We continue to watch this.
 - c. Collection expense underspent. Desiree remains open to suggestions.
 - d. The possibility of hiring a part-time bookkeeper was brought up. Carrie is doing a good job, but Desiree would like to relieve her of the time involved with doing this. Continuity is felt to be important. At this time it is just discussion.

Joanne moved to approve the financial report as prepared and presented by Desiree Dramstad. David seconded. Motion carried with all members present approving.

OLD BUSINESS, cont.

2. Fundraiser Position and Fundraising:

- a. Melissa Bangs telephone conversation: February 10, John, David and Desiree spoke with Melissa an hour answering predetermined questions about the building project. This will set the stage for our 2 hour consultation regarding the Capital Campaign Fundraiser with her February 29 at 5:00 pm. Items to be resolved by the end of the 2 hours:
 - i. how many hours a month is needed for this professional fundraiser
 - ii. how to proceed in hiring one
 - iii. timing
 - iv. wages
 - v. direction – how we need to go

It is noted that Melissa expressed interest in the project. She is connect to the library through family and may be interested in the position. There was discussion around offering her the position. This is to be determined after the 29th meeting.

- b. Fundraising Meetings will be held the first Monday of every month with the next being March 5 at 5:00 pm.
- c. It was noted that the grant work our Vista Volunteer, Caitlin Kempainen, writes for the Children's Program is separate from the Capital Campaign hence, does not need to be approved by the Grant committee. This is separate.
- d. We discussed the possibility of paying for the professional fundraiser/consultant with the \$10,000 CD we have. If we pay this person hourly, divided over the course of five years, we could offer 4 hours monthly. It is understood that initially, more time per month may be warranted. We will inquire with Melissa during our consultation what her thoughts are.

ACTION ITEM: John will write the agenda for the February 29 meeting and send it out.. If anyone thinks of another item, let John know.

NEW BUSINESS

1. FY2012-2013 Budget

- a. Once again it was noted that when calculating the upcoming 2012-2013 fiscal year, our goal is to trim 7 – 10% from the overall budget due to Mill Levy shortfalls.
- b. Desiree presented budgets to compare illustrating changes to expenses and reserves with no wage increase vs 3% wage increase. From the calculations presented, Desiree noted a sufficient amount saved with the hopes of hiring a part-time Program Coordinator.
- c. Additional computations to compare showing gross compensations of employees included: no increase, 1%, 2%, and 3%. These figures did include the potential position of the part-time Program Coordinator.
- d. It was discussed and determined that part of this year's budget determination will include making a decision on how to structure wages, putting a cap on wages, and/or freeze wages for this fiscal year.

We will individually spend some time thinking over the presented data and issues addressing them more fully next month.

2. Audit: John will give our 2010-2011 financials to Drew Richter of JCCS in Missoula, to determine whether we need a simple or thorough audit done. We should have this information available by the next board meeting.
3. Policies:
 - a. Bulletin Board: This policy was revised for the most part to separate the Art Exhibit Space from Bulletin Board policy. After a brief discussion, Joanne moved to approve the Bulletin Board Policy as written. David seconded. No further discussion. Motion carried with all members present approving.
 - b. Art Exhibit: This new policy was written to provide for exhibiting art pieces in the library from various groups around the area. A copy of the application form and release agreement was attached. After a brief discussion, Joanne moved to approve the Art Exhibit Policy as written. David seconded. No further discussion. Motion carried with all members present approving.
4. Department of Administration: Desiree filed as an independent library district sending the financial report for year ending June 30, 2011. The paperwork is in the process of getting completed.
 - a. Art: Desiree and Caitlin have been contacting different groups around the area about the possibility of displaying work done by their members. It is her desire to display such items in the library using rails with hooks. Different locations within the library were discussed and all agreed this would be an enjoyable feature of the library.
 - b. Arts Week is scheduled for the first week of June. Darby, Hamilton and Stevensville libraries are planning displays as suggested by the Montana Office of Tourism.
 - c. New Projects:
 - Montana Memory Project (digitization of historical documents) - Desiree is considering what it would take to bring this State Library program to our library. In doing so, working closing with St. Mary's Mission and others in the community knowledgeable of Stevensville's history. There is a possibility of borrowing scanning equipment from the State. Bernadette Sweeney at the U may be of some assistance as well. This may be a grant item to consider as well.
 - Ready 2 Read (early childhood literacy program) – Desiree is interested in getting this State program up and running as well.
 - d. Conferences: Various staff members will be attending two conferences. Offline (February 24-25) and the MLA Conference (April 11-14).
 - e. Problem patron: Pornography is being viewed on desktop and laptop computers. Staff has dealt with him in the past. The problem has continued. Desiree has contacted Tracy Cook at the Library for input. Joanne suggested Desiree contact Janice Charbonneau as she has had some experience working with problem patrons.
5. Grants Update: Joanne gave a brief update on the three large grants the library is working on.
 - Kendeda Fund: Renee McGrath contacted Alice at the Bozeman Library about submitting our name to them for consideration. Alice will do this making Kendeda aware of our project.
 - Murdock: A letter to them is close to submission. Joanne is working with Lou Terry and her expertise.Joanne requested permission to send off the two grants mentioned above when they are ready. The board gave full support.
6. Steele Reese: They typically like to come in at the tail end of project donating for specific items.

7. Agenda proposed for the February 27 meeting with Ben and Steve/Ryan:
 - a. Presentation by Ben
 - b. Construction timeline by Steve and Ryan
 - c. Fundraising commitment
 - d. Discussion of interior/exterior details

ACTION ITEM: John will put together the final agenda and send it to everyone. If anyone has anything else to add, please contact John.

8. Desiree has created a place on the website for grant updates, etc.

9. John will contact Roger about sheet rocking between the backroom and the community room as a way to maintain heat in the community room.

Joanne excused herself at 5:48.

David moved to adjourn. John seconded. Motion carried with all members present approving.

Meeting adjourned at 5:51 P.M.

The next of the NVPL Board of Trustees will be March 21, 2012, at **3:30 P.M.** in the Community Room of the library to include a discussion regarding the FY2012-2013 Budget :

- a. Program Coordinator, ½ time position
- b. Payroll increases
- c. Children's program
- d. Community Center

Respectfully Submitted,

Gayle Tom
Secretary